



## MINUTES

Henderson District Public Libraries

Board of Trustees

Date: May 18, 2017

Time: 7:45 a.m.

**Place: Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, NV 89012**

*Notice is given that items on the agenda may be taken out of order. Two or more agenda items may be combined for consideration; items may be removed from the agenda or discussion delayed relating to an item on the agenda at any time.*

### Call to Order

Chair Donn Jersey called the meeting to order at 7:45 a.m.

### Roll Call

Board present: Jim Frey, Donn Jersey, Kip Noschese, David Ortlipp

Board absent: Cindy Herman, Mark McGinty

Staff present: Lauren Dahlgren, Debbie Englund, Ed Feldman, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Bethany Lafferty, Michelle Mazzanti, Heela Naqshband, Stephen Platt, Stephen Roybal, Kevin Scanlon, Marcie Smedley, Christina Terriquez, Vivian Tufano, Leona Vittum-Jones, Kristina Wang, Grace Warthan

Others present: Ben Carvalho, Tom Carvalho

### Approval of Agenda

Jim Frey made a motion to approve the agenda. Kip Noschese seconded the motion. The vote was unanimous.

### Consent Agenda

These items are not expected to be controversial and will be considered together and approved in a single motion. Any person desiring to remove an item for separate consideration should so request before approval of the agenda. Items pulled from the Consent Agenda will be considered separately. All other consent items will be approved as one item.

#### CA-1 Approval of Minutes

April 20, 2017

#### CA-2 Review of Paid Invoices

April 2017

Kip Noschese made a motion to approve the consent agenda. David Ortlipp seconded the motion. The vote was unanimous.

### Director's Report

*Possible Board discussion of the Director's report or various staff reports highlighting various administrative and staff activities since the last meeting.*

Gayle Hornaday said two applications have been submitted for the open Board position. The posting will remain open until May 22. The completed applications will be sent out to the board. Since admin staff is not familiar with either applicant, no recommendation can be made. One applicant has a background in law; the other has a background in finance. Both are in the Henderson Libraries patron database.

SB115 was heard in the Judiciary Committee but there has been no action. The next action is to vote. Jim Frey said he thought it was on the governor's desk and asked if anyone is acting on behalf of the library district. Gayle Hornaday responded yes, Jennifer Gaynor is representing the library district and testified on our behalf.

Marshall Goldberg is the new president of Henderson Libraries Foundation. Laura Donahue resigned as she will be out of the area a lot in the next year. The next meeting is July 11, 2017 at 5:30 p.m. if any board members want to attend. Marshall Goldberg would like to work more closely with the library board. Kip Noschese asked if the foundation meets here. Gayle Hornaday responded yes, in the Paseo Verde Library boardroom. Donn Jersey said the library board also wants a closer relationship. David Ortlipp asked if there were other changes. Gayle Hornaday said the foundation board had previously decided to become a less active, meeting quarterly. A decision was also made to put the foundation resources in the Henderson Community Foundation at the beginning of the new fiscal year. The new library director may want to have input.

*Library reports*

Marcie Smedley told the Board there is a very busy weekend coming up in June for which they may want to save the dates. Friday June 9, is an afterhours poetry open mic night from 6 to 8 p.m. Lisa Phelan and Emilee Wirshing planned a poetry open mic night at the end of the Beat Poetry series, offered in conjunction with the Local Author Conference; it was very popular, with requests for more. The June 9<sup>th</sup> program is will be the first open mic event to be held afterhours.

Saturday, June 10<sup>th</sup> will be the summer reading kickoff for all branches: Gibson Library and Paseo Verde Library kickoffs will take place from 9 a.m. to 12 p.m. Green Valley Library kickoff will be from 10 a.m. to 1 p.m. This will be a very busy day with lots of activity.

An afterhours genealogy fair will be held Sunday, June 11, from 12 to 4 p.m. This will be the 2<sup>nd</sup> afterhours genealogy fair and will have a variety of fun and exciting exhibitors, classes and speakers. Mark Hall-Patton will attend. A class about the new DNA kits will be available.

Archives and Public Records, UNLV Special Collections, Clark County School District, LV-CCLD, North Las Vegas Library, Carson City Library, Workforce Connections, the Governor's Office of Economic Development and Henderson Libraries. A Workforce Development expert, Katherine DeRosear, gave a presentation. Ms. DeRosear is also Vice President and Engagement Partner at Headed2, which provides career planning and development platforms online. The state library has some LSTA funding to do a pilot program in southern Nevada and is having Headed2 develop a platform to assess needs for industry and determine what skills people coming out of high school have and what they need to do to become work ready. The partnership with Workforce Connections will play into this. The state library was very excited to see that relationship already in place. The first step is to do analysis to see what is needed. A taskforce made up of libraries, Workforce Connections and economic development officers from cities all over the state may be implemented. The focus group was quite informative and sounds like a great opportunity.

Stephen Platt presented a summary of the *Around the World in 30 Days International Festival* held at all branches in April. Staff from all locations were involved in planning and putting on the demos, presentations and performances. There were 30 multi-part events held at Paseo Verde Library, Green Valley Library, Gibson Library, Heritage Park, and in downtown Henderson. There were 26 presenters representing 18 areas of the world. There were 1,200 participants. Positive feedback included:

"Lovely! Thoroughly enjoyed the dances and music. Looking forward to more like this!"

"It was a beautiful program and I thoroughly enjoyed all the dances. Keep doing such programs."

"Very fun and interesting! Would love to see a follow-up event."

"I really enjoyed the presentation, the dance, and the entire culture experience. It's amazing."

Next year, the plan is to spread the festival out over the course of a year. There will be an ongoing series and a few events every month. This is a great way to engage groups unfamiliar with the library. Some of the groups have Henderson members but the groups are located in Las Vegas or North Las Vegas; for many of these folks, it was the first time in our libraries.

Last Saturday there was an ice cream festival at the Galleria-at-Sunset mall. Radio station 94.1 hosted the event. Green Valley Library staff were there promoting summer reading and handing out flyers. Staff interacted with so many people that all flyers and give-a-ways ran out. This is one way staff continue outreach efforts.

Candace Kingsley reported that Gibson Library staff participated in Henderson Heritage Days Parade and Festival on April 15, handing out information about genealogy and offering a great craft: gummy DNA strands. The library partnered with CCNGS [Clark County Nevada Genealogical Society], showcasing some of the tools that are usually allowed to be used only in the libraries. Later that day, Henderson Historical Society, in conjunction with the Clark County Museum, displayed pictures with partial or no identification and asked attendees to name the event and/or people in the pictures. Many of the pictures are being correctly identified, labeled and archived. The Henderson Historical Society works very closely with Dana Bullinger, Digital Projects Librarian, on oral histories and the digital archive.

The Volunteer Appreciation Breakfast was held on April 26<sup>th</sup> at the Green Valley Library. More than 85 volunteers attended. Staff sang a song written by Jo Morrison especially for them. The district has 230 active volunteers, who worked 19,440 hours last year, the equivalent of more than 9 full-time staff members.

On May 5, 2017, passport services launched. Sessions were booked solid last week and tomorrow. Some fine-tuning of details is ongoing. Vivian Tufano and her team have been working very hard to get training, processes planned and continue to find ways to make the service run more smoothly. Jim Frey asked if passports are by appointment only. Candace Kingsley said yes. As soon as the phone number hit the state department website, staff started to get calls. The service augments city services, offering services only during hours when the city does not. Jim Frey suggested staying in close contact with the city in case the hours need expanded to accommodate demand. The Windmill Library began offering passport services a week earlier; the city has also been assisting them. David Ortlipp asked if this is one stop, including photos and everything. Candace Kingsley responded yes.

### Public Comment

*Note: Comment will be taken on each agenda item as it is heard. Pursuant to Nevada's Open Meeting Law, action may not be taken on matters presented during this period until included on an agenda as an action item.*

### PUBLIC HEARING

Chair Donn Jersey opened the public hearing at 8:05 am

#### 1. Discussion and possible Board action regarding approval of the 2017-2018 budget.

Debbie Englund presented the fiscal year 2018 budget. There are 3 funds with just over \$8.6 million in expenditures. The majority of activity is in the general fund, which is the district's operating fund. Ad valorem is coming in about 5% higher. The cap this year is CPI [consumer price index] times 2 which is 2.6%. This cap was applied to existing property. The rest of the increase is due to growth. The state is projecting that consolidated taxes will also be coming in 5% higher. In other income, passport processing is projected to bring in \$100,000 with the reduced hours. If hours expand revenue will increase. Total revenue projection is \$7.8 million. \$3.3 million is being brought over from the previous year. Total revenue sources are just under \$11.2 million. This budget reinstates merit increases for staff, adds 1 full-time circulation specialist effective January 1, and includes a 2% cost of living increase. Benefits are increasing due to those reasons mentioned. In the services and supplies budget, travel and tuition was increased so more staff may attend the bi-annual PLA [Public Library Association] conference. The programming budget increased to provide more programming. It is still unknown if the LSTA grants will be cut from the federal budget. This will allow extra funds for the summer reading program, if needed. Postage increased due to passport processing. Books and library materials increased by \$100,000, bringing the total for materials to \$900,000. \$687,000 is from the general budget, the rest comes from contributions. The ending fund balance is \$2.8 million. Expenditures are under revenue by \$75,000 not including the half million dollars to capital construction. Capital construction fund: Administration would like to split the half million dollars revenue between capital expenditures and minor repairs. These funds may be used for roofing, flooring and lighting concerns; this is under discussion. Grants and contributions fund: grants are not budgeted because the LSTA funding is unsure. If grants come in, the budget will be amended during the year. Contributions from friends book sales have been budgeted at \$166,000. Services and supplies are continuing. Carrying forward STEAM and outreach restricted funds, as well as \$213,000 for books. This leaves a balance of \$114,000 in the contribution and grant fund. Jim Frey asked if this projects the Friends' book sale money and funding from the December event. Debbie Englund said there is no projection for Library Tree Lane as it is unsure what will happen. If funds come in, the budget can be amended. Jim Frey asked about the process for merit increases. Debbie Englund said employees receive a review on their anniversary date. Successful reviews will result in merit increases, unless the employee is topped out. Some people may have been re-classed to July 1 as their review date due to merit increases given two years ago. This avoided the problem of employees that were here for a year getting merit increases before employees here for years.

Jim Frey made a motion to approve the fiscal year 2018 budget. David Ortlipp seconded the motion. The vote was unanimous.

Public comment before action  
Close public hearing 8:11

**New Business****1. Discussion and possible Board action regarding coffee shop status update**

Tom Carvalho introduced his brother, Ben Carvalho, who is now a working partner in the coffee shop. Tom Carvalho said they want the business to be successful and have a good strong partnership with the library. The coffee shop is just breaking even, and they want to do better. The overview financial statement shows a loss of about \$1,000. All profit and a little bit more have been put back into the coffee shop with equipment and health department upgrades. There has been some instability with personnel. Lenny Sammarco is still managing the coffee shop, however Ben Carvalho has relocated from Orange County and will be a hands-on partner. Ben Carvalho said the coffee shop is providing pastry and coffee for today's meeting. The coffee beans are from a local roaster that travels the globe looking for the finest products. On June 10, there will be a blind cupping to give customers a chance to try different kinds of roasts. The pastries provided are caramel apple strudel provided by a local bakery, Great Buns.

A 2016 financial statement was provided to the board. Goals for 2017 are included. The first four months of the year trended better on sales by customer. Customer count is down and Tom Carvalho said they are trying to get more people in. The Coffee Shop is eager to partner with the library, especially on after-hours events. Tom Carvalho expressed disappointment that Mini Comic Con was at a different library this year; it was fun last year. Tom Carvalho is pushing social media and looks at YELP exposure; there are almost daily notifications that people have downloaded the map to find the coffee shop location, and, by extension, the library. This is a good partnership and Tom Carvalho wants to keep doing that.

Tom Carvalho said the coffee shop has explored offering things the library doesn't offer, such as flash drives, headphones, etc. If patrons need other things, please let the coffee shop know. Some things were tried, but did not work too well, such as stationery supplies. One goal this year was to try to open earlier to catch more business. It did not work – there were only 1 or 2 customers before the library opened. If the library is not open, people are not coming here, so the hours were switched back. Options for getting more customers will continue to be explored.

Some air conditioning improvement was made with the through-wall venting. It still gets overly warm in there. Tom Carvalho would like to look at a portable, freestanding system that stands in the corner. An exhaust vent may be necessary in the corner of the window. Can inexpensive options be considered? It hurts the coffee shop when customers complain in the summer; a solution needs found. It is just too warm. The heat is also limiting what the coffee shop can sell. Great Buns does not want their products refrigerated because it dries them out, but if kept at ambient temperature they do not look good. Tom Carvalho would like to bring in fresh items, but needs the facility to do that. Can there another meeting be arranged to talk about options?

Tom Carvalho asked if Henderson Libraries is interested in doing another library with a café or adding a kiosk to an existing location. Purchasing power would improve with more than one low-volume location. The coffee shop owners would be interested in talking about this.

Jim Frey asked if the library website promotes the coffee shop. Tom Carvalho said yes, there is a link to the coffee shop Facebook page. Jim Frey commented there are many kids after school. Ben Carvalho said there is a big rush from 2-3 p.m. Tom Carvalho pointed out that is another issue. It is hard to have 2-3 people working all the time, but they are trying to get double coverage when needed. Tom Carvalho said coffee shop staff are constantly looking at traffic patterns and try to adjust staffing as needed.

Ben Carvalho said there is a new punch card program. The punch card is a bookmark – can it be handed out along with new library cards? Jim Frey said he has a punch card, but never has it with him. Ben Carvalho said several customers keep punch cards under the counter. Coffee shop staff will pull out and punch for purchases. Jim Frey commented some places keep track of purchases by phone number. Tom Carvalho said the coffee shop system doesn't have that technology but customers can also use PERKA [a phone app that tracks loyalty points on a mobile phone] frequency program. The program racks up credits you can apply to a free drink. The security guard uses PERKA every single day. Electronic gift cards will be available for the holiday season.

Donn Jersey said the Board is open to talking about the air conditioning, but it would be best if Cindy Herman and Mark McGinty attend to be part of the discussion. If there is a more affordable option, it can be discussed. Tom Carvalho said the different options can be presented. A meeting will be planned.

**2. Discussion and possible Board action regarding review of by laws**

Donn Jersey asked that this be deferred to give the Board time to go through the bylaws. Jim Frey made a motion to defer this item to the June meeting. Kip Noschese seconded the motion. The vote was unanimous.

**3. Discussion and possible Board action regarding nominations of Board officers for fiscal year 2018 (Elections to take place at the June Board meeting per by laws)**

The following nominations took place:

Chair: Donn Jersey, nominated by David Ortlipp.

Vice Chair: Cindy Herman, nominated by Jim Frey.

Secretary: David Ortlipp, nominated by Donn Jersey.

Board election will take place at the June meeting according to bylaws.

**Old Business**

**1. Discussion and possible Board action regarding possible sale of the Malcolm Library**

Gayle Hornaday said there is no news. Donn Jersey said the building was shown a couple of times, but no offers at this point. Debbie Englund said one doctor was going to look at what the TI [tenant improvements] would be, but has not returned with an offer. David Ortlipp said the building is not the type of space that people are looking at right now. Donn Jersey said it would be a great space for doctors, but a lot of work and large investment will be required to carve out the interior space as needed. The TI could be as much as 30% of asking price.

**2. Discussion and possible Board action regarding the Executive Director Search Committee**

Jim Frey said 46 candidates have been reduced to 3. 4 or 5 were interviewed over SKYPE. The committee has been following up on references for the final 3. There will be a special board meeting on June 8 where the Board will conduct interviews with the final candidates. There will be a reception the evening before, June 7, so interested shareholders may meet the candidates and give input to the Board. The search committee will meet on Friday and are hoping will be able to release candidate bios after that meeting. Donn Jersey thanked the subcommittee for the outstanding work accomplished. Jim Frey said there are 3 outstanding candidates. Jim Frey also commended fellow committee members, Mark McGinty and David Ortlipp for their input. Jim Frey thanked Debbie Englund for her valuable assistance.

**Announcements**

The next Board meeting will be **June 8, 2017** at the **Paseo Verde Library, 280 S. Green Valley Pkwy., Henderson, Nevada.**

**Public Comment**

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David Ortlipp congratulated Bethany Lafferty on Leadership Henderson graduation.

**Adjournment**

The meeting adjourned at 8:35 am.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 12, 2017, at least three (3) business days before the meeting, including in the notice the time, place, location and agenda of the meeting. Details of the agenda may be obtained by calling Trudy Casey at 702-207-4298.*

Posted at Green Valley Library, James I. Gibson Library, Paseo Verde Library, City of Henderson-City Clerk's Office, and the Henderson Libraries website.